



## CALIFORNIA INSTITUTE FOR REGENERATIVE MEDICINE

### *California Institute for Regenerative Medicine (CIRM)*

#### **Procurement, Facilities and Operations Manager**

CIRM, which was established as a result of the passage of Proposition 71, the California Stem Cell and Cures Initiative, will provide up to \$3 billion over ten years in grants and loans to California research institutions for research on stem cells.

Under general supervision of the Chief Administrative Officer, the Procurement, Facilities and Operations Manager will oversee the CIRM administrative office. He/She will supervise and manage procurement activities for the CIRM Office, including negotiating the purchase of all office equipment, furniture and supplies, etc. for the entire staff in accordance with CIRM purchasing policies and budgetary restrictions. He/She will supervise and manage all space and facilities support for the CIRM Office, including overseeing the lease and provision of all lease-related services such as maintenance, janitorial, etc. The incumbent will coordinate internal office moves and provides arrangements for CIRM intra-office meetings. He/She will be responsible for directing and coordinating office services and related activities, including developing and supervising programs for the maximum utilization of services and equipment. He/She will supervise the CIRM receptionist to insure effective telephone and mail communications both internally and externally to maintain professional image.

#### **Qualifications:**

- Possession of a bachelor's degree in business administration or related field, and 3-5 years of experience in progressively responsible administration management positions or an equivalent combination of education and experience.
- Demonstrated leadership and management skills.
- Knowledge of computerized information systems and their application to all areas.
- Ability to work effectively in a team environment.
- Ability to negotiate effectively.
- Excellent oral and written communication skills.
- Excellent interpersonal skills.
- Must possess the ability to make independent decisions when circumstances warrant.
- Must possess the ability to deal tactfully with staff, visitors, government agencies, and the general public.
- Must possess the ability to work harmoniously with and supervise professional and non-professional staff.
- Work in a rapidly changing environment with continuously evolving priorities and under tight deadlines
- Operate personal computers and use office computer applications, such as word processing and spreadsheets.



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- Logically plan and organize the work to be performed in the context of both short and long term goals and priorities
- Use initiative and independent judgment in resolving operational issues within established procedural guidelines.
- Ability to lift 15-20 pounds.

**HOW TO APPLY:** Interested candidates please submit:

- Cover letter
- CV/Resume
- California State application (STD. 678) which can be obtained from our website at <http://www.cirm.ca.gov/jobs/> to:

[jobs@cirm.ca.gov](mailto:jobs@cirm.ca.gov) or CIRM Search, P.O. Box 99740 Emeryville, CA 94662-9740

**CIRM is an Equal Opportunity Employer and particularly welcomes applications from under-represented minorities and women.**